



EMPLOYEES WITHHOLDING CERTIFICATE FOR CITY OF SPRINGFIELD INCOME TAX

SF W-4

1. Print Full Name		Social Security Number		Springfield Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Address, Number and Street		City, Township or Village where you reside		State	Zip Code
YOUR WITHHOLDING EXEMPTION	Check Boxes that apply {	3. Exemptions for yourself: <input type="checkbox"/> Regular Exemption <input type="checkbox"/> Age 65 & Older or Disabled <input type="checkbox"/> Blind <input type="checkbox"/> Deaf			Enter number of exemptions checked →
		4. Exemptions for your spouse: <input type="checkbox"/> Regular Exemption <input type="checkbox"/> Age 65 & Older or Disabled <input type="checkbox"/> Blind <input type="checkbox"/> Deaf			Enter number of exemptions checked →
EMPLOYEE: File this form with your employer. Otherwise your employer must withhold Springfield income tax from your earnings without exemption. EMPLOYER: Keep this certificate with your records. If the information submitted by the employee is not believed to be true, correct and complete; the SPRINGFIELD INCOME TAX DIVISION must be so advised.		5. (a) Exemptions for your children	Number	5. (b) Exemptions for your other dependents	Number
		6. Add the number of exemptions which you have claimed on lines 3, 4, 5, 6 a & b above and write the total →			
		I certify that the information submitted on this certificate is true, correct and complete to the best of my knowledge and belief.			
7. Date		Signature			

SEE INSTRUCTIONS ON REVERSE SIDE

DEPENDENTS – To qualify as your dependent (line 6 on the other side), a person must qualify as your dependent as provided in the Federal Internal Revenue Code.

CHANGES IN EXEMPTIONS – You should file a new certificate any time the number of your exemptions increases. You must file a new certificate within 10 days if the number of exemptions previously claimed by you **DECREASES**.

OTHER DECREASES in exemption, such as the death of a wife or dependent, do not affect your withholding until the next year, but require the filing of a new certificate by December 1 of the year in which they occur.

CHANGES OF RESIDENCE – You must file a new certificate within 10 days after you change your residence from or to a taxing city.